CSU Business and Finance
System Budget Office
April 2015

Student Involvement and Representation Fee Implementation Guidelines
I. Summary

On January 28, 2015 the CSU Board of Trustees established a new Category systemwide voluntary student fee, the Student Involvement and Representation Fee.

Policy on Voluntary Statewide Student Involvement and Representation Fee (SIRF) (RFIN 01-15-02)

RESOLVED, by the Board of Trustees of the California State University that, the trustees act to implement the voluntary Student Involvement and Representation Fee (SIRF) at a rate of $2 per term. Collection of the fee shall occur twice annually in the fall and spring academic terms. The fee assessment shall commence in the fall of 2015. Each time the fee is assessed, students will be provided a clear and unambiguous means to decline the payment of the fee.

Systemwide guidelines have been established for implementation of this fee commencing with the fall 2015 academic term. The guidelines cover the following:

- Fee authority and oversight
- Fee collection and administration at CSU campuses
- Transmittal of fee revenue to the Student Involvement and Representation Fund
- Fee Refund and Waivers
- Transparency and Communication
II. Introduction

Systemwide guidelines are provided to support campus consistent collection and transmittal of revenue from the Student Involvement and Representation Fee. Additionally, implementation of this fee results in revision to the current CSU student fee policy that addresses authority and oversight of systemwide fees.

III. CSU Implementation Guidelines for the Student Involvement and Representation Fee

- **Authority and Oversight**

  The Student Involvement and Representation Fee (SIRF) (or “fee” in the following guidelines) is governed by CSU Board of Trustees (BOT) resolution RFIN 01-15-02. To implement the BOT resolution, the following action will be taken:

  a) Executive Order 1054 will be revised to define a fee category for systemwide voluntary student fees.

  b) EO 1054 will be revised to provide chancellor’s oversight and adjustment of the systemwide voluntary student fee category after consultation with the California State Student Association (CSSA).

  c) EO 1054 will be revised to allow for inflationary adjustments to be approved by the chancellor without additional action by the Trustees. Authority for such adjustments rests solely with the chancellor after consultation with CSSA. Prior to implementing any adjustment, the chancellor must report the planned adjustment amount to the Trustees. The allowance for inflationary adjustments shall not be considered automatic on an annual basis, but rather allowable should the chancellor deem it necessary following consultation with CSSA.

  d) In order to maintain accountability and oversight of the fee within Chancellor’s Office (CO) funds, the revenue from this voluntary fee will be held in the Student Involvement and Representation Fee Fund account – a local trust fund.

- **Fee Collection and Administration**

  a) Each CSU campus will serve as an agent for the receipt and transmission of the fee on behalf of CSSA.

  Campuses should create a separate fund for this fee within CSU Fund 436 that is mapped to FNAT key 131191 titled “Agency SIRF.”
1. Campuses should use object code 206702 “Depository Account – SIRF” to record both the inflow and remittance to the CO outflow.

2. The campus is to collect payment from students when the initial fees for enrollment are paid.

3. The campus cannot prorate this fee for installment plans.

4. The campus cannot waive this fee.

5. All fees must be reconciled no later than 20 days after the campus census date of each term.

6. The campus retains the interest earnings on the depository account – SIRF.

b) The CO will record the revenue in object code 501120 in CSU Fund 496 and make it available for expenditure no later than 30 days after transfer.

c) Students who elect to pay this voluntary fee but fail to pay prior to campus census date are considered to have opted out of the fee. Campuses should make accounting adjustments prior to transmittal of this fee revenue to remove the charge.

d) Students eligible for federal, state and CSU fee waivers must be given the opportunity to opt out of the fee. Students eligible for fee waivers who elect to contribute must pay it when fees for enrollment are due.

e) This voluntary fee should follow Title IV financial aid refund protocol or campus refund protocol prior to campus census date. After campus census date, the fee is non-refundable except as mandated by federal or state protocol.

f) This fee is not a systemwide mandatory fee. The fee may be counted in the Cost of Attendance calculation for student financial aid eligibility, but cannot be paid from state or CSU tuition designated grants or waivers.

• Transparency and Communication

a) FAQs have been developed and should be maintained on student and financial web-based portals accessible to CSU students and staff. The FAQs include the following information:

1. Notification that the Common Management System (CMS) registration and fee payment portal’s Student Center page that includes Account Summary information reflects a Future Due amount may include $2 charge for the voluntary Student
Involvement and Representation Fee and students must take action to opt out of this fee.

2. Notification that there is a link in the Important External Links section that provides information on this voluntary fee.

3. Notification that there is a statement that students “Please review account activity for any optional fees prior to making payment” directive on the Enroll screen for course registration which informs students whether the voluntary fee has been charged.

4. Notification that campuses cannot refund this fee after campus census date and the fee is non-refundable after campus census date.

b) Activities within the Student Involvement and Representation Fee Fund will be subject to an annual independent fiscal audit.

c) CSSA shall prepare an annual report for the chancellor that includes information on how revenue from this voluntary fee has been used to provide additional funding support for the development of student policy recommendations; participation in system, state, and national governance; involvement in leadership development activities; and, program support through student and professional staff administration. The annual report shall be provided by October 1.